

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814
(916) 445-7046



October 21, 1981

ALL-COUNTY LETTER NO. 81-108

TO: ALL-COUNTY WELFARE DIRECTORS
ALL-COUNTY AUDITORS
ALL-COUNTY FISCAL OFFICERS
ALL-COUNTY ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

This is to provide time study instructions for the October - December 1981 quarter. Included are instructions applicable to the Title XX Social Services, Adoptions, Licensing, Cuban Haitian Entrant, Emergency Loan, Aid to the Potentially Self-Supporting Blind, and Welfare Fraud Programs and the Foster Care Information System.

The Eligibility and Non-Service Time Study (DFA 43) and the Social Services Time Study (DFA 46) have been revised for the October - December 1981 quarter. The new Welfare Fraud Time Study (DFA 856) is effective October 1981.

Title XX Social Services Programs

Due to the reduction in federal funds under Title XX in the Omnibus Reconciliation Act of 1981, the Department of Social Services has initiated administrative changes to the Title XX Social Services Programs. These changes include the repeal of a number of regulatory requirements related to the Title XX Social Service programs as well as the combining of specific social service program allocations. Departmental directives specifying these changes coincide with this All County Letter and have been released. As a result of this, we have established the following program definitions for time study and fiscal claiming purposes:

1. In-Home Supportive Services: There have been no changes to this program; however, the definition for In-Home Supportive Services has been clarified. Line A of the DFA 46 will be used to charge time spent by: 1) County welfare department staff in the actual delivery of authorized IHSS services; and, 2) County welfare department supervisors who are responsible for supervising either contracted individual or agency providers. Supervisory functions for contracted individuals or agency providers are limited to the actual inspection of the duties performed by the IHSS providers.

The following Social Services programs have been incorporated into a single allocation which requires a 25% county match:

1. Information and Referral: This program continues to be mandated; however, it has come to our attention that counties are misinterpreting when to charge time spent providing Information and Referral Services. This program is intended for Social Services staff permanently or temporarily

(part of work day, week, etc.) assigned with the responsibility for responding to human services-related inquiries from the public.

Do not include time spent by casework staff providing Social Services clients with information and/or referrals as an activity under other Title XX programs. Time spent performing this activity is to be charged to the program of which the client is a primary recipient.

2. Out-of-Home Care and Protective Services for Adults: For time study purposes Out-of-Home Care Services for Adults and Protective Services for Adults have been consolidated into one program. Line C of the DFA 46 will be used to charge time spent by social services staff performing the following activities on behalf of persons 18 years or older:
 - a. Activities for individuals who cannot remain in their own home or other independent living arrangement and who are in or being considered for placement in licensed or certified facilities. Time spent assisting individuals with placement care, adjustment, discharge, or transfer to or from family home settings, halfway houses, community care facilities, intermediate care facilities, nursing homes, or hospitals.
 - b. Preventive and remedial activities for individuals who are unable to protect their own interests, harmed, threatened with harm, or caused physical or mental injury due to the action or inaction of another person or their own action due to ignorance, illiteracy, incompetence or poor health; lacking in adequate food, shelter or clothing; exploited of their income and resources; or deprived of entitlement due them.
3. Child Protective Services (Exclusive of Emergency Response and Out-of-Home Care for Children): This program has been expanded to include activities previously charged to Child Welfare Services (IV-B); i.e., temporary caretakers for in-home care of children; respite day care; etc. Line D of the DFA 46 will be used to charge time spent on prevention and remedial activities performed by social services staff on behalf of children under 18 years of age who are either harmed or threatened with harm as the result of abuse, neglect, or exploitation. Include time spent by Social Services staff assessing the need, providing or arranging for services to enable a child to remain in the home or to facilitate the restoration of the child with the family when the child has been placed in an emergency shelter.
4. Emergency Response: For Time Study purposes, the Emergency Response Program has been redefined. Line E of the DFA 46 will be used to charge time spent by Social Services staff and/or first line supervisors providing in person response to an emergency situation wherein a child is either harmed or threatened with harm as the result of abuse, neglect or exploitation. (Note: Emergency is defined as a crisis situation involving children whose needs are such that services cannot and should not be delayed). Activities include:
 1. The intake information (initial telephone call, etc.);
 2. The initial assessment of on-site situations;
 3. The arrangement for immediate in-home services (such as emergency caretakers);

4. The immediate removal of children from the home and the placement in emergency shelter facilities;
 5. The consultation between the response worker and the ongoing worker, services consultant, law enforcement personnel, and/or supervisor regarding the response;
 6. Time spent performing public awareness activity (e.g., establishing and/or maintaining working arrangements with other county and community agencies);
 7. Service case documentation and reporting.
5. Out-of-Home Care for Children: Line F of the DFA 46 will be used to charge time spent by social services staff on activities performed on behalf of children who have been placed in out-of-home care or are being considered for such placement. (Out-of-care facility means any foster family home, group care home, children's residential treatment center or other facility which has been licensed for providing 24 hour care to children).

All Social Service related activities previously charged to the Foster Care Program (IV-A) on the DFA 46, have been incorporated into OHC-C with the exception of time spent securing a detention order for those cases in which it has not been determined that out-of-home placement is appropriate. This activity should be charged to Child Protective Services.

6. In-Home Supportive Services - Staff Activities/Service Arrangement: Line G of the DFA 46 will be used to charge time spent by the caseworker in providing staff activities (including assessment time and computation of any share of any cost) and in arranging for the provision/purchase of IHSS services.
7. Optional Services: Line H of the DFA 46 will be used to identify time spent by social services staff providing Title XX services not separately identified above which the county has elected to make available and is included in the County's annual Social Services Plan and authorized by the Department of Social Services.

Licensing - Day Care

ACL 81-69 provided instructions on licensing day care homes. The DFA 46, Line P, has been revised to include those instructions.

Cuban/Haitian Entrant Program

As a result of the anticipated permanency of the Cuban/Haitian Entrant Program and input from a number of counties, the Social Services Time Study (DFA 46) and the Eligibility and Nonservices Time Study (DFA 43) have been revised. Specifically, the DFA 46 includes an additional line (T) for services and the DFA 43 includes three additional lines: CHEP-Medical Assistance (N); CHEP-AFDC (O); and CHEP-Non-AFDC (P).

Emergency Loan Program

The DFA 43 has been revised to delete the Emergency Loan Program.

Aid to Potentially Self-Supporting Blind Program

Since the APSB Program was terminated as of June 30, 1981, the program has been deleted from the DFA 43.

Welfare Fraud

The DFA 856 has been developed to capture time spent on fraud activities. Please note that allowable fraud investigation activity is limited to welfare fraud investigation only. Also note that only four programs are identified on the DFA 856. Should investigators be involved in fraud investigations affecting other programs, these programs are to be identified on the blank lines provided on the DFA 856.

Foster Care Information System (FCIS)

The DFA 46, Social Services Time Study and the DFA 43, Eligibility and Nonservices Time Study, will not be used during Phase I of the Foster Care Information System. Claiming instructions for FCIS, Phase I will be provided separately.

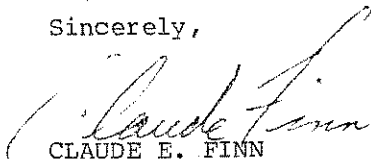
Time Study Procedures for Adjusted Work Schedules

It appears that counties are unclear as to how to apply the instructions on the DFA 46 and DFA 43 regarding the reporting of hours. The time study instructions indicate eight hours per day are to be reported. However, for counties who have adjusted work schedules, i.e., flex time; there are exceptions to these instructions. Because these situations tend to be unique, counties who have adjusted work schedules should contact their fiscal consultant for specific time study instructions.

In order to update the distribution of the DFA 46 and DFA 43, please provide your fiscal consultant with the number of forms required by your county. If applicable, also include any special mailing instructions.

Any questions can be directed to your fiscal consultant at (916) 323-0270 or ATSS (8) 473-0270.

Sincerely,



CLAUDE E. FINN
Deputy Director
Administration

cc: CWDA